ENCOMPASS | # Workshop: e-Pro/Purchasing

**2**

## Exercise 1:
## e-Pro/Purchasing – Document Status Inquiry

## Step 1.

Navigate to the following menu path:

Purchasing >> Purchase Orders >> Review PO Information >> Document Status

**Expected Results:** **Purchase Order Document Status** page displays.

### Purchase Order Document Status
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

| | | |
|---|---|---|
| Business Unit: | = ▼ | 00050 🔍 |
| PO Number: | begins with ▼ | |
| Purchase Order Date: | = ▼ | 🗓 |
| Origin: | begins with ▼ | 🔍 |
| Purchase Order Reference: | begins with ▼ | |

☐ Case Sensitive

[ Search ]  [ Clear ]   Basic Search  💾 Save Search Criteria

**PSC01**

**3**

## Step 2.

Enter or Select the following information:
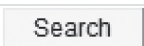
Business Unit: **00050**
Purchase Order Date: **09/04/07**

Expected Results: Correct data entry.

| Business Unit: | = ▼ | 00050 | 🔍 |
| PO Number: | begins with ▼ | | |
| Purchase Order Date: | = ▼ | 09/04/07 | 📅 |
| Origin: | begins with ▼ | | 🔍 |
| Purchase Order Reference: | begins with ▼ | | |

☐ Case Sensitive

[Search]  [Clear]  Basic Search  💾 Save Search Criteria

**PSC02**

**4**

### Step 3.

Click [ Search ] .

**Expected Results:   Purchase Order Document Status** results page displays.

## Purchase Order Document Status

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

| | | |
|---|---|---|
| **Business Unit:** | = ▼ | 00050 🔍 |
| **PO Number:** | begins with ▼ | |
| **Purchase Order Date:** | = ▼ | 09/04/2007 📅 |
| **Origin:** | begins with ▼ | 🔍 |
| **Purchase Order Reference:** | begins with ▼ | |

☐ **Case Sensitive**

[ Search ]   [ Clear ]   Basic Search   💾 Save Search Criteria

### Search Results

View All                                              First ◄ 1-3 of 3 ► Last

| Business Unit | PO Number | Purchase Order Date | Origin | Purchase Order Reference |
|---|---|---|---|---|
| 00050 | 0008515286 | 09/04/2007 | NON | Online Src From Req 0000000709 |
| 00050 | 0008515285 | 09/04/2007 | NON | Online Src From Req 0000000710 |
| 00050 | 0008515284 | 09/04/2007 | NON | Online Src From Req 0000000711 |

**PSC03**

**NOTE**

You will receive a message saying the date is out of range.  Just click OK.

**Step 4.**

Click hyperlink for 0008515286 PO number.

**Expected Results:** **PO Document Status** page displays.

**PO Document Status**

| | | | | | | |
|---|---|---|---|---|---|---|
| Business Unit: | 00050 | PO ID: | 0008515286 | | Status: | Dispatched |
| Document Date: | 09/04/2007 | Document Type: | Purchase Order | | Budget Status: | Valid |
| Currency: | USD | Amount: | | 123.050 | | |
| Buyer: | Frick,Kathleen-050 | | | | | |

**Associated Document**  Customize | Find | View All | ▦  First ◄ 1-6 of 7 ► Last

**Documents** / Related Info

| Business Unit | DOC ID | Document Type | Status | Document Date | Vendor ID | Location | |
|---|---|---|---|---|---|---|---|
| 00050 | 0000000709 | REQ | Approved | 08/28/2007 | | | 📄 |
| 00050 | 0000000114 | Receipt | Received | 10/17/2007 | 0000217617 | 000003 | 📄 |
| 00050 | 0000000128 | Receipt | Received | 10/23/2007 | 0000217617 | 000003 | 📄 |
| 00050 | 0000000135 | Receipt | Received | 11/18/2007 | 0000217617 | 000003 | 📄 |
| 00050 | 00000581 | Voucher | Unposted | 10/17/2007 | 0000217617 | 000003 | 📄 |
| 00050 | 00000594 | Voucher | Unposted | 10/17/2007 | 0000217617 | 000003 | 📄 |

**PSC04**

**Step 5.**

Click View All to see entire listing.

**Expected Results:** Full listing displayed.

**PO Document Status**

| | | | | | | |
|---|---|---|---|---|---|---|
| Business Unit: | 00050 | PO ID: | 0008515286 | | Status: | Dispatched |
| Document Date: | 09/04/2007 | Document Type: | Purchase Order | | Budget Status: | Valid |
| Currency: | USD | Amount: | | 123.050 | | |
| Buyer: | Frick,Kathleen-050 | | | | | |

**Associated Document**  Customize | Find | View 6 | ▦  First ◄ 1-7 of 7 ► Last

**Documents** / Related Info

| Business Unit | DOC ID | Document Type | Status | Document Date | Vendor ID | Location | |
|---|---|---|---|---|---|---|---|
| 00050 | 0000000709 | REQ | Approved | 08/28/2007 | | | 📄 |
| 00050 | 0000000114 | Receipt | Received | 10/17/2007 | 0000217617 | 000003 | 📄 |
| 00050 | 0000000128 | Receipt | Received | 10/23/2007 | 0000217617 | 000003 | 📄 |
| 00050 | 0000000135 | Receipt | Received | 11/18/2007 | 0000217617 | 000003 | 📄 |
| 00050 | 00000581 | Voucher | Unposted | 10/17/2007 | 0000217617 | 000003 | 📄 |

**PSC05**

## Step 6.

Click hyperlink for  0000000709  to show the requisition.

**Expected Results:** Another window opens and the **Req Inquiry** displays.



**PSC06**

## Step 7.

Click  0000000709  hyperlink again to see line details.

**Expected Results: Line Details** page displays.



**PSC07**

**Exercise complete.**

## Exercise 2: Requisition Document Status Inquiry

**7**

### Navigation

Navigation: Purchasing >> Requisitions >> Review Requisition Information >> Document Status

## Document Status Detailed Information

| | |
|---|---|
| Business Unit: | **00050** |
| Requisition Date: | **10/22/07** |

## Additional Instructions:

Click [ Search ] to find results.

Select Requisition ID **0000000817**.

Click each document hyperlink to see each result.

## Results

If your screens don't reflect the ones below, please notify the instructor.

**Req DOC Status**

| | | | |
|---|---|---|---|
| Business Unit: | 00050 | Req ID: | 0000000817 | Status: | Approved |
| Document Date: | 10/22/2007 | Document Type: Requisition | | Budget Status: | Valid |
| Currency: | USD | Amount: | 14.080 | | |
| Requester: | Kinsworthy,Dhiann | | | | |

**Associated Document**          Customize | Find | View All |          First ◄ 1-4 of 4 ► Last

Documents | Related Info |

| SetID | Business Unit | DOC ID | Document Type | Status | Document Date | Vendor ID | Location | |
|---|---|---|---|---|---|---|---|---|
| | 00050 | 0008500088 | PO | Dispatched | 10/22/2007 | 0000217617 | 000003 | 📄 |
| | 00050 | 0000000126 | Receipt | Received | 10/22/2007 | 0000217617 | 000003 | 📄 |
| | 00050 | 00000613 | Voucher | Posted | 10/22/2007 | 0000217617 | 000003 | 📄 |
| STIND | | 0000000471 | Payment | Posted | 10/22/2007 | 0000217617 | 000003 | 📄 |

**PSC08**

**Purchase Order Inquiry**

## Purchase Order

| | | | |
|---|---|---|---|
| Unit: | 00050 | PO Status: | Dispatched |
| PO ID: | 0008500088 | Budget Status: | Valid |

**▼ Header**

| | | | |
|---|---|---|---|
| PO Date: | 10/22/2007 | Doc Tol Status: | Valid |
| Vendor: | OFFICEMAXI-001 | Backorder Status: | None |
| Vendor ID: | 0000217617     Vendor Details | Receipt: | Received |
| Buyer: | Kinsworthy,Dhiann | | ☐ Hold From Further Processing |
| PO Reference: | Online Src From Req 0000000817 | **Amount Summary** | |

Header Details     All RTV     Matching

Header Comments...     Document Status

Change Order

| | |
|---|---|
| Merchandise: | 14.080 |
| Freight/Tax/Misc.: | 0.000 |
| Total: | 14.080  USD |

**Select Lines To Display**

**Lines**          Customize | Find | View All |          First ◄ 1 of 1 ► Last

| Line | Item | Item Description | Category | PO Qty | UOM | Amount | Status | | |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 📄 | OFFICEMAX: HOLDER,FILE,MESH,EX | 44111503 | 4.0000 EA | | 14.080 USD | Active | 💬 | 🕒 |

**PSC09**

**9**

### Receipts

| Unit: | 00050 | Receipt No: | 0000000126 | Source: | On-line | Receipt Status: | Received |
|---|---|---|---|---|---|---|---|

**Receipt Lines**  Customize | Find | View All |  First 1 of 1 Last

Receipt Lines | More Line Data | Optional Input |

| Sel | Item | Description | Price | Amt Only | Recv Qty | Recv UOM | Reject Qty | Device Track |
|---|---|---|---|---|---|---|---|---|
| ☐ | 1 | OFFICEMAX: HOLDER,FILE,MESH,EX | 3.52000 | ☐ | 4.0000 | EA | | ☐ |

**PSC10**

**Sort Criteria**

| *Sort By: | Voucher ID | *Sort Asc/Desc: | Ascending | Sort Display |
|---|---|---|---|---|

▶ Display Currency Criteria

▶ Late Interest Analysis

**Voucher Inquiry Results**  Customize | Find | View All |  First 1 of 1 Last

Voucher Details | Amounts | More Details |

| Business Unit | Voucher ID | Invoice Number | Invoice Date | Vendor ID | Accounting Entries | Match Status | Match WorkBench | Payment Information | Short Vendor Name |
|---|---|---|---|---|---|---|---|---|---|
| 00050 | 00000613 | DLK1234 | 10/22/2007 | 0000217617 | | No Match | | | OFFICEMAXI-001 |

**PSC11**

**Payment Inquiry Result**  Customize | Find | View All |  First 1 of 1 Last

Payment Details | Additional Info | Vendor Details | Financial Gateway |

| Source | Payment Reference ID | Payment Method | Amount | Currency | Creation Date | Payment Date | Payment Status | Reconciliation Status | Reconcile Date |
|---|---|---|---|---|---|---|---|---|---|
| VCHR | 11000217 | Check | 14.080 | USD | 10/22/2007 | 10/22/2007 | Paid | Unrecon | |

**PSC12**

**10**